

Notice To Bidders

Sealed bids will be received by the Wyoming Public School District, 3575 Gladiola Avenue, SW., Wyoming, MI 49519, at the office of the Superintendant, during normal business hours until 3:30 PM, local time, **Tuesday May 6, 2008**, for the supply of loose furnishings for Wyoming Public Schools. Equipment to be furnished and installed in accordance with the contract documents. Specifications, if not received, may be obtained at the Office of the Director of Operations for Wyoming Public Schools.

All proposals to be accompanied by a bid security in form of Bid Bond or a Cashier's Check, Certified Check, or Irrevocable Letter of Credit properly secured in the amount of not less than 5% of the total sum or sums bid.

Immediately after the award of contract, successful bidders who provided a Cashier's Check, Certified Check, or Irrevocable Letter of Credit as bid security, will be required to submit a Contract Bond in the form of the Performance Bond included in the Contract Documents in the amount equal to 100% of the Contract Sum.

Bids shall be sealed and addressed to Wyoming Public Schools, to the attention of the Superintendant, 3575 Gladiola Avenue, SW., Wyoming, MI 49519. Envelopes shall be clearly marked in the lower left hand corner "Bid of Loose Furnishings". Proposals shall be opened and read immediately after the time for filing such bid has expired.

All questions concerning specifications are to be submitted in writing to Don Hebler Director of Operations, 3575 Gladiola Avenue, SW., Wyoming, MI 49519. 616-530-7570

No bidder may withdraw his bid within sixty (60) days after the actual date of the opening thereof, unless mutually agreed to by the owner and vendor.

The owner reserves the right to reject any and all bids and to waive any informality or irregularity in any bid received.

By order of the Board of Education, Wyoming Public Schools.

INSTRUCTIONS TO BIDDERS

1. PROPOSAL

Proposals must be printed in ink or typed on forms that will be furnished with the specifications.

Each bid must give the full business address of the bidder, be signed by it with its usual signature and contain the name of every person interested therein. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name of one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the president, secretary or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to that signature the word "President", "Secretary", "Agent", or other designation without disclosing the principal, may be held to the bid of the individual signing. When requested by the Board, satisfactory evidence of the authority of the office signing on behalf of the corporation shall be furnished.

Proposals shall be enclosed in a sealed envelope, mailed or delivered to the Superintendent of Wyoming Public Schools, 3575 Gladiola Avenue, SW., Wyoming, MI 49519. The envelope shall be plainly marked "Bids for Loose Equipment" together with the name and address of the bidder, and shall be received at the above mentioned place not later than the day and hour specified in the "Legal Notice To Bidders". Bids will be received until **3:30 P.M. Tuesday May 6, 2008**

2. PROPOSALS

- A. Bidders may bid any or all of the items set forth in the bid forms.
- B. The Proposal shall contain the following documents:
 - 1. The Proposal (bid) proper
 - 2. The Bond or Certified Check for 5% of the total amount of the bid.
- C. All bidders shall fully comply and conform to all requirements of the laws of the State of Michigan. The contractor shall furnish a bid guaranty.
- D. The Proposal must be submitted upon the Form of Proposal furnished by the Board of Education.

E. Conditional or voluntary alternate bids will not be accepted. Alternates must be approved before bid opening.

F. Each bidder making its bid represents that it has (1) examined the contract bid documents thoroughly, (2) visited the location(s) affiliated with the Wyoming Public Schools, and become familiar with the local conditions that in any manner may affect cost, progress or performance of its bid, (3) become familiar with the federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance its bid, and (4) studied and carefully correlated its observations with the requirements of the bid documents.

G. Each bidder by making its bid represents that its bid is based upon the materials and equipment required by the bid documents without exception.

3. **RESPONSIBLE BIDDERS**

The Board may make such investigations as deemed necessary to determine the ability of the bidder to supply the items and the bidder shall furnish to the owner, all such information and data for this purpose as the owner may request. The owner reserves the right to reject any bid if the evidence submitted by or investigations of such bidder fail to satisfy the Board that such bidder is properly qualified to carry out the obligations of the contract and to complete the orders contemplated therein. In determining which bid is the lowest responsible bid, the Board, in its discretion, may take into consideration not only the amount of the bid, but the following criteria as it deems appropriate and may give such weight thereto as it deems appropriate.

A. The bidder's financial ability to complete the contract successfully and on time without resort to its surety;

B. The bidder's prior experience with comparable or more complex contracts;

C. The bidders prior history for the successful and timely completion of contracts;

D. The bidder's prior experience on other contracts with the Board, including the bidder's demonstrated ability to perform its contract in accordance with the applicable contract documents;

E. The bidders compliance with federal, state and local laws, rules and regulations; and

F. Depending upon the specific items to be furnished by the vendor, other essential factors.

4. **SAMPLES**

The owner reserves the right to require that samples of articles be submitted for examination before final consideration of proposals. No samples are to be sent unless requested by the Board of Education.

5. **SEPARATE PROPOSALS**

The Board reserves the right to exercise the option of omitting, increasing, or decreasing the quantity of the items bid at the unit price in the submitted proposal, unless the bidder submits a separate proposal showing the price changes effective in event of a quantity change as herein before stated.

6. **GROUP BIDS**

The Board reserves the right to exercise the option of awarding bids for groups of items. All vendors who wish to submit group bids must also submit a line item bid on the enclosed form of proposal. Group bids must clearly show (1) line item pricing; (2) and deductions; (3) the resulting net price for the said group of items.

7. **AWARDING OF CONTRACTS**

The Wyoming Public Schools reserves the right to (1) hold all bids for a period of thirty (30) days before awarding contracts, (2) to reject any or all, or parts of any or all bids, and (3) to waive any informalities.

Contract(s) may be awarded on the following basis: on an item-by-item basis; by Bid Package; by total cost for all Bid Packages.

GENERAL CONDITIONS

1. The contract documents consist of the bid documents. As was noted in the "Legal Notice To Bidder's", the bid documents consist of all advertisements, notices, instructions to bidder's general conditions, specifications and bid forms.

2. All items shall be furnished in strict compliance with the Contract Documents.

3. **PLACE OF DELIVERY**

All items provided pursuant to the Proposal must be delivered and installed:

All equipment is to be delivered and installed at the direction of and under the supervision of the Wyoming Public Schools. The successful bidder(s) must notify the

Business Office 48 hours prior to the delivery to arrange an appointment. Any attempted deliveries without a previously scheduled appointment will be refused and any additional delivery charge will be the responsibility of the vendor. Wyoming Public Schools may require two delivery dates with installation.

All delivery and installation charges shall be part of the original bid. The successful bidder(s) will be responsible for the unloading, assembling of equipment, setting in place at Ling Elementary School and the removal of waste and debris to the complete satisfaction of the Wyoming Public Schools.

4. **PROTECTION FROM DAMAGE**

The successful bidder for each item of equipment shall be responsible for the necessary protection in shipping, handling, and delivery required to guarantee that all items shall be in first class condition in every respect upon completion of the contract.

The successful bidder(s) shall also comply with the following : Installers must use carts with pneumatic tires when moving furniture and equipment inside the building; Successful bidder(s) must protect asphalt pavements and other finished building and site surfaces

5. **PAYMENTS**

The Board shall make payments as follows:

Payment shall be due thirty (30) days after satisfactory completion of the installation, upon final acceptance by the owner, and upon receipt of invoice; provided however, that the Board shall not be obligated to make payment until all items to be furnished by the bidder have been delivered and installed and the bidder has otherwise performed its obligations under the contract documents.

6. **GUARANTEE**

All equipment to be guaranteed for manufacturers said period and in all cases not less than one year or as stated in the written specifications.

SPECIAL INSTRUCTIONS TO BIDDERS

1. **COLOR SELECTION**

Where it is critical for aesthetic value in the Board of Education's opinion, all specifications show a color preference. All alternate bids shall include color options. The Board of Education will select from these available colors or finish upon award of contract.

2. **SPECIFICATIONS**

Bidders are notified that written specifications are to be interpreted as the minimum acceptable quality of furniture acceptable to the Wyoming Public Schools. Any deviation(s) must be clearly identified and accompanied with vendor literature information and color selections.

3. **UNLOADING AND INSTALLATION OF EQUIPMENT**

All equipment shall be delivered and installed at Wyoming Public School District,

Oriole Park Elementary	1420 40 th st SW
Taft Elementary	2700 Taft SW
Gladiola Elementary	3500 Gladiola SW
Rogers Lane Elementary	2929 Rogers Lane SW
Parkview Elementary	2075 Lee st SW
Huntington Woods Elementary	4334 Byron Center SW
West Elementary	3600 Byron Center SW
Jackson Park Middle School	1331033 rd st SW
New Hall Middle School	1840 38 th st SW
Wyoming Park High School	2125 Wrenwood SW
Rogers High School	1350 Prairie Parkway SW

Wyoming, Michigan 49519.

Wyoming Public School District may require two delivery dates with installation.

Wyoming Public School District
3575 Gladiola Avenue, SW.,
Wyoming, Michigan 49519

Date _____

Corporation _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Person Submitting Bid:

Name(Print or Type) _____

Signature _____

Title _____

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

_____ Hereby discloses any familial relationship that exists between the owner or any employee of the bidder and any member of the board, intermediate school board, or board of directors or the superintendent of Wyoming Public School District.

- () No familial relationship exists as described above
() The following familial relationship existing as described:

Relationship description:

Contractor

Notary

Name

County

Signed

Commission Expired

Title

Date